

INFORMATIONAL MEMORANDUM KY-FD-IM-D-03-0

TO: Commercial Distributors

FROM: Pat Cassetty, Director
Division of Food Distribution

DATE: September 5, 2002

SUBJECT: Kentucky Department of Agriculture Administrator's Conference

The Kentucky Department of Agriculture Statewide Administrator's Conference for School Year 2003 will be held at the Hurstbourne Hotel in Louisville, Kentucky, on November 19-21, 2002. This Conference is designed to bring the Food Distribution Staff, Food Service Directors, state-approved processors and commodity distributors together to discuss all aspects of the food distribution program, share ideas, and develop ways to improve the food distribution program.

We do plan to conduct training for Commercial Distributors on Wednesday morning, November 20, 2002, breakout sessions with Recipient Agencies for each distributing region will also be held on Wednesday. We have included a **draft** agenda, however a detailed agenda will be faxed or emailed closer to the time of the conference.

A block of rooms has been set aside for the Kentucky Department of Agriculture Conference. Room rates are: Standard Single/Double \$69.00; Standard Triple/Quad \$79.00 per night, rate does not include tax. **Reservations must be made prior to October 19, 2002** by calling 502-491-4830.

The hotel does not normally serve breakfast or lunch at their restaurant during the week, but if there is enough interest they will set up a buffet for breakfast; cost \$6.00-\$8.00 and a lunch buffet for \$8.00-\$10.00. Please indicate your interest on the enclosed registration form and we will inform the hotel of your response.

The enclosed registration form **must** be completed by each commercial distributor, listing those who will be attending and returned to this office on or before September 15, 2002. We are looking forward to an informative and successful conference.

PC/tu

Enclosure

KENTUCKY DEPARTMENT OF AGRICULTURE
2003 Administrator's Conference
Registration Form

November 19-21, 2002
Hurstbourne Hotel
Louisville, KY 405011

THIS FORM MUST BE RETURNED BY AUGUST 30, 2002

Please provide the following information (print/type):

First Name: _____ Last Name: _____

Title: _____

Name of Distributor: _____

____ Yes, I will be attending the Conference

____ No, I will not be attending the Conference

Name of those attending (print/type):

____ Yes, I would be interested in a breakfast buffet on Wednesday and Thursday morning.

____ Yes, I would be interested in a lunch buffet on Tuesday and Wednesday at noon.

Please list below any topics that you would like to have discussed during distributor training or breakout sessions:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Please complete and Fax this form to
502-573-0304 (no cover sheet is necessary)

2002-2003
KENTUCKY DEPARTMENT OF AGRICULTURE
ADMINISTRATOR'S CONFERENCE
DRAFT AGENDA
November 19-21, 2002

Tuesday, November 19, 2002

10:00 a.m. - 4:00 p.m. EST

Pre-Registration/Registration

9:30 a.m. - 12:00 noon

New Food Service Director's Training

11:30 a.m. - 3:30 p.m.

State Approved Processor's Exhibits

4:00 p.m. - 6:00 p.m. CST

Meeting with Individual Processors

Wednesday, November 20, 2002

8:00 a.m. - 12:00 p.m.

Registration

8:30 a.m. - 9:30 a.m. CST

First General Session

8:45 - 9:30

Distributor Training with Food Distribution Staff

9:30 - 9:45 a.m.

Nutritional Break

9:45 - 11:00

Breakout Sessions

11:00 a.m. - 12:30 p.m.. CST

Lunch on your own

12:30 p.m. - 1:45 p.m. CST

Breakout Sessions

1:55 - 3:05 p.m.

Breakout Sessions

3:05 - 3:15

Nutritional Break

3:15 - 4:30

Breakout Session

Thursday, November 21, 2002

8:30 a.m. - 9:30 a.m. EST

Second General Session

9:30 - 9:45 a.m.

Nutritional Break

9:45 - 11:30 a.m.
General Session